How to track
Contract Spend

Need to check the remaining balance on your contract? Worried that purchase orders were charged to your contract by mistake?
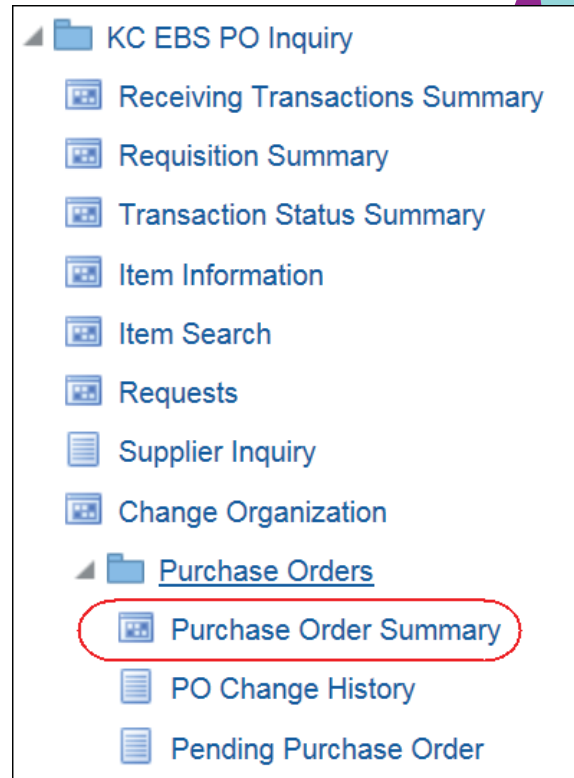
You can review contract spend using the **Purchase Order Summary** tool in Oracle. When you click the link, a new window will open. Search the following criteria:

- *Supplier:* The name of the supplier

- *Type*: Standard Purchase Order

- *Results*: Lines

You can add more info to refine your search, but these are the basics. When you're ready, click "Find."

Once the query has finished, go to the menu at the top and choose *Folder>Show Field*. A list of options will pop up, where you can select *Contract*.

You can download to Excel by going to *File>Export* in the top menu. If a purchase order has been incorrectly charged to your contract, or there any other errors, contact one of our Buyers.

KC EBS PO Inquiry
- Receiving Transactions Summary
- Requisition Summary
- Transaction Status Summary
- Item Information
- Item Search
- Requests
- Supplier Inquiry
- Change Organization
- Purchase Orders
  - Purchase Order Summary
  - PO Change History
  - Pending Purchase Order

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